

**CLERICAL USER – Rules and Application**

Clerical Users may now be issued a special log-in name and password for limited access into the MLS database, strictly for use on behalf of the MLS participant or subscriber for whom they work. Listed below are some of the MLS Rules sections (not all-inclusive) relating to Clerical Users, and adherence to the MLS Rules of Pismo Coast Association of REALTORS® is mandatory. Log-in and password access into the MLS database is solely for the person for whom it was issued. Clerical user shall have no right to retain or use any of the MLS content following the termination of this agreement.

**4.3. Clerical Users.** Clerical Users are individuals (whether licensed or unlicensed) under the direct supervision of an MLS participant or subscriber that perform only administrative, clerical tasks that do not require a real estate license or an appraisers certificate or license. Clerical Users may join the MLS through their employing Participant or Subscriber. The Participant shall be responsible for the conduct of the Clerical User. Clerical Users shall be linked in the system to at least one Participant. They may also be linked to a particular Subscriber. Each participant and subscriber shall provide the MLS with a list of all clerical users employed by or affiliated as independent contractors with the participant or subscriber and shall immediately notify the MLS of any changes, additions or deletions from the list. Clerical Users shall also be subject to the following requirements:

- (a) Clerical Users are given a unique pass-code;
- (b) Clerical Users must have any fees paid in full;
- (c) Participant or Subscriber linked to the Clerical User may be fined, disciplined or terminated for Clerical User’s misconduct;
- (d) Clerical Users shall sign a written agreement to abide by the rules and regulations of the MLS; and
- (e) Clerical Users shall complete any required orientation program of no more than eight (8) classroom hours within thirty (30) days after access has been provided.

**5.1.7 Clerical Users.** Clerical users may be assessed application fees, computer access fees and other fees. The participant for the clerical user shall be responsible for all such fees.

**12.12.1 Clerical Users.** Clerical users may have access to MLS information solely under the direction and supervision of the participant or subscriber. Clerical users may not provide any MLS information to persons other than the participant or subscriber under whom they are registered. Access by clerical users to the database is solely for clerical and administrative functions for the participant or subscriber under whom the clerical user is registered.

**12.14.1 Clerical Users.** Clerical users are expressly prohibited from displaying or distributing MLS information to anyone other than the participant or subscriber under whom the clerical user is registered.

**13.1 Eligibility for Lock boxes.** MLS participants and subscribers are eligible for lockbox privileges if they otherwise qualify under this section. Clerical users are not eligible for lockbox privileges.

**Acknowledge/Signature** \_\_\_\_\_ **Broker/Participant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Acknowledge/Signature** \_\_\_\_\_ **Subscriber (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Acknowledge/Signature** \_\_\_\_\_ **Clerical User** \_\_\_\_\_ **Date** \_\_\_\_\_

**The fee for clerical user is \$25.00/month plus a \$25.00 Set-up fee  
is to be paid by a broker participant check.**

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**The following to be completed by the Pismo Coast Association Office**

**Log-in:** \_\_\_\_\_ **Password:** \_\_\_\_\_

**Date Login issued:** \_\_\_\_\_

**CLERICAL USER APPLICATION**

**TO: Pismo Coast Association of REALTORS®, Inc.**  
1356 Longbranch, Grover Beach, CA 93433.....(805) 489-7303.....(805) 489-6594-FAX

**FROM:** \_\_\_\_\_ (Broker's Name)  
\_\_\_\_\_ (Office Name)  
\_\_\_\_\_ (Office MLS Code)  
\_\_\_\_\_ (Office Address)  
\_\_\_\_\_ Office # \_\_\_\_\_ (FAX #)

**SUBJECT: CLERICAL USER LIMITED ACCESS TO MULTIPLE LISTING SERVICES**

This is to request that \_\_\_\_\_, employed by/affiliated with  
Clerical User's Name (Print)

\_\_\_\_\_ be allowed clerical access as defined in MLS  
(Name of Participant or Subscriber hiring the clerical user) Rules & Regulations, Section 4.3: (See page 2)

Clerical User ....IS / IS NOT (circle one).....LICENSED by the California Dept of Real Estate.

Clerical user, responsible broker participant and subscriber (if applicable) are aware of the duties and restrictions as outlined in all applicable sections of the MLS Rules and Regulations, and on page 2 herein. The broker participant will be billed directly for MLS fees for said clerical user and will notify the MLS immediately of any change in the status of said clerical user. Each party to this agreement is individually and jointly required to abide by all of the Rules relating to clerical users promulgated by Pismo Coast Association of REALTORS®, and is subject to penalties and terminated MLS access for non-compliance.

Clerical User contact phone #: \_\_\_\_\_

Clerical User E-Mail address: \_\_\_\_\_

Clerical User complete physical address from which majority of clerical duties will be performed, and to which notices may be sent and received:

\_\_\_\_\_  
\_\_\_\_\_